



3015 (02-09-04)

ANNUAL REPORT

OF

Name: KNAPP MUNICIPAL WATER AND SEWER UTILITY

Principal Office: P.O. BOX 86
KNAPP, WI 54749-0086

For the Year Ended: DECEMBER 31, 1999

WATER, ELECTRIC, OR JOINT UTILITY
TO
PUBLIC SERVICE COMMISSION OF WISCONSIN

P.O. Box 7854
Madison, WI 53707-7854
(608) 266-3766

This form is required under Wis. Stat. § 196.07. Failure to file the form by the statutory filing date can result in the imposition of a penalty under Wis. Stat. § 196.66. The penalty which can be imposed by this section of the statutes is a forfeiture of not less than \$25 nor more than \$5,000 for each violation. Each day subsequent to the filing date constitutes a separate and distinct violation. The filed form is available to the public and personally identifiable information may be used for purposes other than those related to public utility regulation.

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IDENTIFICATION AND OWNERSHIP

Exact Utility Name: KNAPP MUNICIPAL WATER AND SEWER UTILITY**Utility Address:** P.O. BOX 86
KNAPP, WI 54749-0086**When was utility organized?** 12/31/1998**Report any change in name:****Effective Date:****Utility Web Site:**

Utility employee in charge of correspondence concerning this report:

Name: VERNA MCCLELLAND**Title:** CLERK**Office Address:**P.O. BOX 86
KNAPP, WI 54749-0086**Telephone:** (715) 665 - 2495**Fax Number:****E-mail Address:**

Individual or firm, if other than utility employee, preparing this report:

Name: W.J. BAUMAN ASSOCIATES, LTD**Title:****Office Address:** W.J. BAUMAN ASSOCIATES, LTDP.O. BOX 92
RIVER FALLS, WI 54022-0092**Telephone:** (715) 425 - 6179**Fax Number:** (715) 425 - 1002**E-mail Address:** riverfalls@wjbcpa.com

President, chairman, or head of utility commission/board or committee:

Name: HENRY GROTE**Title:** PRESIDENT**Office Address:**508 MAIN STREET
KNAPP, WI 54749-9540**Telephone:** (715) 665 - 2681**Fax Number:****E-mail Address:**

Are records of utility audited by individuals or firms, other than utility employee? YES

IDENTIFICATION AND OWNERSHIP

Individual or firm, if other than utility employee, auditing utility records:

Name: W.J. BAUMAN ASSOCIATES, LTD**Title:****Office Address:** W.J. BAUMAN ASSOCIATES, LTD
P.O. BOX 92
RIVER FALLS, WI 54022-0092**Telephone:** (715) 425 - 6179**Fax Number:** (715) 425 - 1002**E-mail Address:** riverfalls@wjbcpa.com**Date of most recent audit report:** 5/5/2000**Period covered by most recent audit:** 1/1/99-12/31/99

Names and titles of utility management including manager or superintendent:

Name: HENRY GROTE**Title:** PRESIDENT**Office Address:**
P.O. BOX 86
KNAPP, WI 54749-0086**Telephone:****Fax Number:****E-mail Address:**

Name: ROBERT HOYT**Title:** SUPERINTENDENT**Office Address:**
VILLAGE OF KNAPP
P.O. BOX 86
KNAPP, WI 54749-0086**Telephone:****Fax Number:****E-mail Address:**

Name: VERNA MCCLELLAND**Title:** CLERK**Office Address:**
VILLAGE OF KNAPP
P.O. BOX 86
KNAPP, WI 54749-0086**Telephone:****Fax Number:****E-mail Address:**

Name of utility commission/committee: UTILITY COMMITTEE

Names of members of utility commission/committee:

MR HENRY GROTE, PRESIDENT

MR ROBERT HOYTE, SUPERINTENDENT

IDENTIFICATION AND OWNERSHIP

Is sewer service rendered by the utility?
Name of service rendered by the utility/committee:

If "yes," has the municipality by ordinance combined the water and sewer service into a single public utility, as provided by Wis. Stat. § 66.077 of the Wisconsin Statutes? YES

Date of Ordinance:

Are any of the utility administrative or operational functions under contract or agreement with an outside provider for the year covered by this annual report and/or current year (i.e., operation of water or sewer treatment plant)? NO

Provide the following information regarding the provider(s) of contract services:

Firm Name:

Contact Person:

Title:

Telephone:

Fax Number:

E-mail Address:

Contract/Agreement beginning-ending dates:

Provide a brief description of the nature of Contract Operations being provided:

INCOME STATEMENT

Particulars (a)	This Year (b)	Last Year (c)	
UTILITY OPERATING INCOME			
Operating Revenues (400)	122,276	103,445	1
Operating Expenses:			
Operation and Maintenance Expense (401)	48,986	31,902	2
Depreciation Expense (403)	17,697	12,044	3
Amortization Expense (404)	0	0	4
Taxes (408)	7,881	6,189	5
Total Operating Expenses	74,564	50,135	
Net Operating Income	47,712	53,310	
Income from Utility Plant Leased to Others (412-413)	0	0	6
Utility Operating Income	47,712	53,310	
OTHER INCOME			
Income from Merchandising, Jobbing and Contract Work (415-416)	0	0	7
Nonoperating Rental Income (418)	0	0	8
Interest and Dividend Income (419)	4,135	1,489	9
Miscellaneous Nonoperating Income (421)	0	0	10
Total Other Income	4,135	1,489	
Total Income	51,847	54,799	
MISCELLANEOUS INCOME DEDUCTIONS			
Miscellaneous Amortization (425)	0	0	11
Other Income Deductions (426)	0	0	12
Total Miscellaneous Income Deductions	0	0	
Income Before Interest Charges	51,847	54,799	
INTEREST CHARGES			
Interest on Long-Term Debt (427)	12,722	9,631	13
Amortization of Debt Discount and Expense (428)	0		14
Amortization of Premium on Debt--Cr. (429)	0		15
Interest on Debt to Municipality (430)	2,326	2,745	16
Other Interest Expense (431)	0	0	17
Interest Charged to Construction--Cr. (432)	0		18
Total Interest Charges	15,048	12,376	
Net Income	36,799	42,423	
EARNED SURPLUS			
Unappropriated Earned Surplus (Beginning of Year) (216)	(38,724)	(81,147)	19
Balance Transferred from Income (433)	36,799	42,423	20
Miscellaneous Credits to Surplus (434)	0	0	21
Miscellaneous Debits to Surplus--Debit (435)	0	0	22
Appropriations of Surplus--Debit (436)	0	0	23
Appropriations of Income to Municipal Funds--Debit (439)	0	0	24
Total Unappropriated Earned Surplus End of Year (216)	(1,925)	(38,724)	

INCOME STATEMENT ACCOUNT DETAILS

1. Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.
2. Nonregulated sewer income should be reported as Miscellaneous Nonoperating Income, Account 421.

Description of Item (a)	Amount (b)	
Revenues from Utility Plant Leased to Others (412):		
NONE		1
Total (Acct. 412):	0	
Expenses of Utility Plant Leased to Others (413):		
NONE		2
Total (Acct. 413):	0	
Nonoperating Rental Income (418):		
NONE		3
Total (Acct. 418):	0	
Interest and Dividend Income (419):		
INTEREST INCOME	4,135	4
Total (Acct. 419):	4,135	
Miscellaneous Nonoperating Income (421):		
NONE		5
Total (Acct. 421):	0	
Miscellaneous Amortization (425):		
NONE		6
Total (Acct. 425):	0	
Other Income Deductions (426):		
NONE		7
Total (Acct. 426):	0	
Miscellaneous Credits to Surplus (434):		
NONE		8
Total (Acct. 434):	0	
Miscellaneous Debits to Surplus (435):		
NONE		9
Total (Acct. 435)--Debit:	0	
Appropriations of Surplus (436):		
Detail appropriations to (from) account 215		10
Total (Acct. 436)--Debit:	0	
Appropriations of Income to Municipal Funds (439):		
NONE		11
Total (Acct. 439)--Debit:	0	

INCOME FROM MERCHANDISING, JOBBING & CONTRACT WORK (ACCTS. 415-416)

Particulars (a)	Water (b)	Electric (c)	Sewer (d)	Gas (e)	Total (f)	
Revenues (account 415)					0	1
Costs and Expenses of Merchandising, Jobbing and Contract Work (416):						
Cost of merchandise sold					0	2
Payroll					0	3
Materials					0	4
Taxes					0	5
Other (list by major classes):					0	6
Total costs and expenses	0	0	0	0	0	
Net income (or loss)	0	0	0	0	0	

REVENUES SUBJECT TO WISCONSIN REMAINDER ASSESSMENT

1. Report data necessary to calculate revenue subject to Wisconsin remainder assessment pursuant to Wis. Stat. § 196.85(2) and Wis. Admin. Code Ch. PSC 5.
2. If the sewer department is not regulated by the PSC, do not report sewer department data in column (d).

Description (a)	Water Utility (b)	Electric Utility (c)	Sewer Utility (Regulated Only) (d)	Gas Utility (e)	Total (f)	
Total operating revenues	46,875	0	75,401	0	122,276	1
Less: interdepartmental sales	0		0	0	0	2
Less: interdepartmental rents					0	3
Less: return on net investment in meters charged to regulated sewer department. (Do not report if nonregulated sewer.)	571				571	4
Less: uncollectibles directly expensed as reported in water acct. 904 (690 class D), sewer acct. 843, and electric acct. 904 (590 class D) -or- Net write-offs when Accumulated Provision for Uncollectible Accounts (acct. 144) is maintained					0	5
Other Increases or (Decreases) to Operating Revenues - Specify:					0	6
Revenues subject to Wisconsin Remainder Assessment	46,304	0	75,401	0	121,705	

BALANCE SHEET

Assets and Other Debits (a)	Balance End of Year (b)	Balance First of Year (c)	
UTILITY PLANT			
Utility Plant (100)	1,684,682	1,495,726	1
Less: Accumulated Provision for Depreciation and Amortization of Utility Plant (110)	252,593	234,896	2
Net Utility Plant	1,432,089	1,260,830	
OTHER PROPERTY AND INVESTMENTS			
Nonutility Property (121)	0	0	3
Less: Accumulated Provision for Depreciation and Amortization of Nonutility Property (122)	0	0	4
Net Nonutility Property	0	0	
Investment in Municipality (123)	0	0	5
Other Investments (124)	0	11,271	6
Special Funds (125)	0	0	7
Total Other Property and Investments	0	11,271	
CURRENT AND ACCRUED ASSETS			
Cash and Working Funds (131)	17,971	124,618	8
Temporary Cash Investments (132)	11,762	0	9
Notes Receivable (141)	0	0	10
Customer Accounts Receivable (142)	23,981	25,055	11
Other Accounts Receivable (143)	0	0	12
Accumulated Provision for Uncollectible Accounts- -Cr. (144)	0	0	13
Receivables from Municipality (145)	0	0	14
Materials and Supplies (150)	3,556	3,695	15
Prepayments (165)	0	0	16
Other Current and Accrued Assets (170)		0	17
Total Current and Accrued Assets	57,270	153,368	
DEFERRED DEBITS			
Unamortized Debt Discount and Expense (181)	0	0	18
Extraordinary Property Losses (182)	0	0	19
Other Deferred Debits (183)	0	0	20
Total Deferred Debits	0	0	
Total Assets and Other Debits	1,489,359	1,425,469	

BALANCE SHEET

Liabilities and Other Credits (a)	Balance End of Year (b)	Balance First of Year (c)	
PROPRIETARY CAPITAL			
Capital Paid in by Municipality (200)	130,768	130,768	21
Appropriated Earned Surplus (215)	0	0	22
Unappropriated Earned Surplus (216)	(1,925)	(38,724)	23
Total Proprietary Capital	128,843	92,044	
LONG-TERM DEBT			
Bonds (221)	0	0	24
Advances from Municipality (223)	299,848	300,329	25
Other long-Term Debt (224)	590,421	615,797	26
Total Long-Term Debt	890,269	916,126	
CURRENT AND ACCRUED LIABILITIES			
Notes Payable (231)	0	0	27
Accounts Payable (232)	1,800	8,150	28
Payables to Municipality (233)	0	0	29
Customer Deposits (235)	0	0	30
Taxes Accrued (236)	0	0	31
Interest Accrued (237)	5,196	7,898	32
Other Current and Accrued Liabilities (238)	0	0	33
Total Current and Accrued Liabilities	6,996	16,048	
DEFERRED CREDITS			
Unamortized Premium on Debt (251)	0	0	34
Customer Advances for Construction (252)	0	0	35
Other Deferred Credits (253)	0	0	36
Total Deferred Credits	0	0	
OPERATING RESERVES			
Miscellaneous Operating Reserves (265)	0	0	37
Total Operating Reserves	0	0	
CONTRIBUTIONS IN AID OF CONSTRUCTION			
Contributions in Aid of Construction (271)	463,251	401,251	38
Total Liabilities and Other Credits	1,489,359	1,425,469	

NET UTILITY PLANT

Report utility plant accounts and related accumulated provisions for depreciation and amortization after allocation of common plant accounts and related provisions for depreciation and amortization to utility departments as of December 31.

Particulars (a)	Water (b)	Sewer (c)	Gas (d)	Electric (e)	
Plant Accounts:					
Utility Plant in Service (100)	388,277	1,296,405	0	0	1
Utility Plant Purchased or Sold (391)	0	0			2
Utility Plant in Process of Reclassification (392)					3
Utility Plant Leased to Others (393)					4
Property Held for Future Use (394)					5
Construction Work in Progress (395)					6
Utility Plant Acquisition Adjustments (396)					7
Other Utility Plant Adjustments (397)					8
Total Utility Plant	388,277	1,296,405	0	0	
Accumulated Provision for Depreciation and Amortization:					
Accumulated Provision for Depreciation of Utility Plant in Service (110)	149,888	102,705	0	0	9
Total Accumulated Provision	149,888	102,705	0	0	
Net Utility Plant	238,389	1,193,700	0	0	

ACCUMULATED PROVISION FOR DEPRECIATION AND AMORTIZATION OF UTILITY PLANT (ACCT. 110)

Depreciation Accruals (Credits) during the year:

1. Report the amounts charged in the operating sections to Depreciation Expense (403).
2. If sewer operations are nonregulated, do not report sewer depreciation on this schedule.
3. Report the Depreciation Expense on Meters charged to sewer operations as an addition in the Water column.
If the sewer is also a regulated utility by the PSC, report an equal amount as a reduction in the Sewer column.
4. Report all other accruals charged to other accounts, such as to clearing accounts.

Particulars (a)	Water (b)	Sewer (c)	(d)	(e)	Total (f)	
Balance first of year	141,579	93,317			234,896	1
Credits During Year						2
Accruals:						3
Charged depreciation expense (403)	8,309	9,388			17,697	4
Depreciation expense on meters						5
charged to sewer (see Note 3)					0	6
Accruals charged other						7
accounts (specify):						8
					0	9
Salvage					0	10
Other credits (specify):						11
					0	12
Total credits	8,309	9,388	0	0	17,697	13
Debits during year						14
Book cost of plant retired	0	0			0	15
Cost of removal					0	16
Other debits (specify):						17
					0	18
Total debits	0	0	0	0	0	19
Balance End of Year	149,888	102,705	0	0	252,593	20
Composite Depreciation Rate?	Yes	Yes				21
If yes, what is the rate?	2.26%	1.41%				22

NET NONUTILITY PROPERTY (ACCTS. 121 & 122)

1. Report separately each item of property with a book cost of \$5,000 or more included in account 121.
2. Other items may be grouped by classes of property.
3. Describe in detail any investment in sewer department carried in this account.

Description (a)	Balance First of Year (b)	Additions During Year (c)	Deductions During Year (d)	Balance End of Year (e)	
Nonregulated sewer plant	0			0	1
Other (specify):	0			0	2
Total Nonutility Property (121)	0	0	0	0	
Less accum. prov. depr. & amort. (122)	0			0	3
Net Nonutility Property	0	0	0	0	

ACCUMULATED PROVISION FOR UNCOLLECTIBLE ACCOUNTS-CR. (ACCT. 144)

Particulars (a)	Amount (b)	
Balance first of year	0	1
Additions:		
Provision for uncollectibles during year		2
Collection of accounts previously written off: Utility Customers		3
Collection of accounts previously written off: Others		4
Total Additions	<u>0</u>	
Deductions:		
Accounts written off during the year: Utility Customers		5
Accounts written off during the year: Others		6
Total accounts written off	<u>0</u>	
Balance end of year	<u><u>0</u></u>	

MATERIALS AND SUPPLIES

Account (a)	Generation (b)	Transmission (c)	Distribution (d)	Other (e)	Total End of Year (f)	Amount Prior Year (g)	
Electric Utility							
Fuel for generation					0	0	1
Other					0	0	2
Total Electric Utility					0	0	

Account	Total End of Year	Amount Prior Year	
Electric utility total	0	0	1
Water utility	2,667	2,645	2
Sewer utility	889	1,050	3
Gas utility		0	4
Merchandise		0	5
Other materials & supplies		0	6
Total Materials and Supplies	3,556	3,695	

**UNAMORTIZED DEBT DISCOUNT & EXPENSE & PREMIUM ON DEBT
(ACCTS. 181 AND 251)**

Report net discount and expense or premium separately for each security issue.

Debt Issue to Which Related (a)	Written Off During Year		Balance End of Year (d)	
	Amount (b)	Account Charged or Credited (c)		
Unamortized debt discount & expense (181)				1
Total			<u>0</u>	
Unamortized premium on debt (251)				2
Total			<u>0</u>	

CAPITAL PAID IN BY MUNICIPALITY (ACCT. 200)

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D, sewer and privates) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Particulars (a)	Amount (b)	
Balance first of year	130,768	1
Changes during year (explain):		2
Balance end of year	130,768	

BONDS (ACCT. 221)

1. Report hereunder information required for each separate issue of bonds.
2. If there is more than one interest rate for an aggregate obligation issue, average the interest rates and report one rate.
3. Proceeds advanced by the municipality from sale of general obligation bonds, if repayable by utility, should be included in account 223.

Description of Issue (a)	Date of Issue (b)	Final Maturity Date (c)	Interest Rate (d)	Principal Amount End of Year (e)
-------------------------------------	----------------------------------	--	----------------------------------	---

NONE

NOTES PAYABLE & MISCELLANEOUS LONG-TERM DEBT

1. Report each class of debt included in Accounts 223, 224 and 231.
2. Proceeds of general obligation issues, if subject to repayment by the utility, should be included in Account 223.
3. If there is more than one interest rate for an aggregate obligation issue, average the interest rates and report one rate.

Account and Description of Obligation (a and b)	Date of Issue (c)	Final Maturity Date (d)	Interest Rate (e)	Principal Amount End of Year (f)	
Advances (223)					
ADVANCE	00/00/0000	00/00/0000	0.00%	274,848	1
ADVANCE 2	03/15/1984	03/15/2004	8.75%	25,000	2
Total for Account 223				299,848	
Other Long-Term Debt (224)					
Clean Water Act	12/22/1998	11/01/2017	2.60%	590,421	3
FMHA	07/10/1967	01/01/2006	4.00%	0	4
Total for Account 224				590,421	

TAXES ACCRUED (ACCT. 236)

Particulars (a)	Amount (b)	
Balance first of year	0	1
Accruals:		
Charged water department expense	6,878	2
Charged electric department expense		3
Charged sewer department expense	1,003	4
Other (explain):		
NONE		5
Total Accruals and other credits	7,881	
Taxes paid during year:		
County, state and local taxes	6,436	6
Social Security taxes	1,290	7
PSC Remainder Assessment	155	8
Other (explain):		
NONE		9
Total payments and other debits	7,881	
Balance end of year	0	

INTEREST ACCRUED (ACCT. 237)

1. Report below interest accrued on each utility obligation.
 2. Report Customer Deposits under Account 231.

Description of Issue (a)	Interest Accrued Balance First of Year (b)	Interest Accrued During Year (c)	Interest Paid During Year (d)	Interest Accrued Balance End of Year (e)	
Bonds (221)					
NONE	0			0	1
Subtotal	0	0	0	0	
Advances from Municipality (223)					
advance	2,079	2,326	2,625	1,780	2
Subtotal	2,079	2,326	2,625	1,780	
Other long-Term Debt (224)					
FMHA	0			0	3
CWA Loan	5,819	12,722	15,125	3,416	4
Subtotal	5,819	12,722	15,125	3,416	
Notes Payable (231)					
NONE	0			0	5
Subtotal	0	0	0	0	
Total	7,898	15,048	17,750	5,196	

CONTRIBUTIONS IN AID OF CONSTRUCTION (ACCOUNT 271)

Particulars (a)	Water (b)	Electric		Sewer (e)	Gas (f)	Total (g)	
		Distribution (c)	Other (d)				
Balance First of Year	107,867	0	0	293,384	0	401,251	1
Add credits during year:							
For Services						0	2
For Mains						0	3
Other (specify):							
WORK IN PROCESS				62,000		62,000	4
Deduct charges (specify):							
NONE						0	5
Balance End of Year	107,867	0	0	355,384	0	463,251	
Amount of federal and state grants in aid received for utility construction included in End of Year totals				196,365		196,365	6

BALANCE SHEET END-OF-YEAR ACCOUNT BALANCES

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Particulars (a)	Balance End of Year (b)	
Investment in Municipality (123):		
NONE		1
Total (Acct. 123):	0	
Other Investments (124):		
NONE		2
Total (Acct. 124):	0	
Special Funds (125):		
NONE		3
Total (Acct. 125):	0	
Notes Receivable (141):		
NONE		4
Total (Acct. 141):	0	
Customer Accounts Receivable (142):		
Water	6,558	5
Electric	0	6
Sewer (Regulated)	17,423	7
Other (specify):		
NONE		8
Total (Acct. 142):	23,981	
Other Accounts Receivable (143):		
Sewer (Non-regulated)		9
Merchandising, jobbing and contract work		10
Other (specify):		
NONE		11
Total (Acct. 143):	0	
Receivables from Municipality (145):		
NONE		12
Total (Acct. 145):	0	
Prepayments (165):		
NONE		13
Total (Acct. 165):	0	
Extraordinary Property Losses (182):		
NONE		14
Total (Acct. 182):	0	
Other Deferred Debits (183):		
NONE		15
Total (Acct. 183):	0	

BALANCE SHEET END-OF-YEAR ACCOUNT BALANCES

Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D) and all other lesser amounts grouped as Miscellaneous. Describe fully using other than account titles.

Particulars (a)	Balance End of Year (b)
Payables to Municipality (233):	
NONE	16
Total (Acct. 233):	0
Other Deferred Credits (253):	
NONE	17
Total (Acct. 253):	0

RETURN ON RATE BASE COMPUTATION

1. The data used in calculating rate base are averages.
2. Calculate those averages by summing the first-of-year and the end-of-year figures for each account and then dividing the sum by two.
3. Note: Do not include property held for future use or construction work in progress with utility plant in service. These are not rate base components.

Average Rate Base (a)	Water (b)	Electric (c)	Sewer (d)	Gas (e)	Total (f)	
Add Average:						
Utility Plant in Service	388,099	0	773,619	0	1,161,718	1
Materials and Supplies	2,656	0	969	0	3,625	2
Other (specify):					0	3
Less Average:						
Reserve for Depreciation	145,733	0	98,011	0	243,744	4
Customer Advances for Construction					0	5
Contributions in Aid of Construction	107,867	0	324,384	0	432,251	6
Other (specify):					0	7
Average Net Rate Base	137,155	0	352,193	0	489,348	
Net Operating Income	2,071	0	45,641	0	47,712	8
Net Operating Income as a percent of						
Average Net Rate Base	1.51%	N/A	12.96%	N/A	9.75%	

RETURN ON PROPRIETARY CAPITAL COMPUTATION

1. The data used in calculating proprietary capital are averages.
2. Calculate those averages by summing the first-of-year and end-of-year figures for each account and then dividing by two.

Description (a)	Amount (b)	
Average Proprietary Capital		
Capital Paid in by Municipality	130,768	1
Appropriated Earned Surplus	0	2
Unappropriated Earned Surplus	(20,324)	3
Other (Specify):		4
Total Average Proprietary Capital	110,444	
Net Income		
Net Income	36,799	5
Percent Return on Proprietary Capital	33.32%	

IMPORTANT CHANGES DURING THE YEAR

Report changes of any of the following types:

1. Acquisitions.

2. Leaseholder changes.

3. Extensions of service.

4. Estimated changes in revenues due to rate changes.

5. Obligations incurred or assumed, excluding commercial paper.

6. Formal proceedings with the Public Service Commission.

7. Any additional matters.

FINANCIAL SECTION FOOTNOTES

Identification and Ownership - Contacts (Page iv)

August 31, 2000

Ms. Verna McClelland, Clerk
Knapp Municipal Water and Sewer Utility
P.O. Box 86
Knapp, WI 54749-0086

1999 Analytical Review DWCCA-2880-PJL

Dear Ms. McClelland:

The Public Service Commission (Commission) is in the process of completing an analytical review of your utility's 1999 annual report. The purposes of an analytical review are to detect possible reporting or accounting related errors and to identify significant fluctuations from established trends in reported data not sufficiently explained in the annual report. It is our hope that our review will supply information that will enable us to better provide guidance to your utility regarding proper utility accounting and the preparation of future annual reports. In order to complete this review, we request the following information:

1. As directed in the head notes of the Water Operation & Maintenance Expenses schedule on page W-5, please provide explanations for all expense accounts which changed by more than \$2,000 and 30% when compared to the previous year and follow this procedure in the future.
2. During our review, we noted \$1,298 is reported in Account 332, Water Treatment Plant, in the Utility Plant in Service schedule on page W-8, and \$1,075 is reported for water treatment expense in the Water Operation and Maintenance Expense schedule on page W-5; therefore, the water treatment plant portion of the Reservoir, Standpipes and Water Treatment schedule on page W-14 should be completed. Please provide an updated copy of page W-14.

We appreciate your cooperation in providing the above information. These recommendations are intended to provide accounting assistance and should not be construed as criticisms of utility personnel. If you have any questions, please feel free to contact me at (608) 267-9198. Please respond within 30 days of this letter. If it is convenient for you to respond by e-mail, please do so. My e-mail address is leegep@psc.state.wi.us. If we have no questions regarding your response, you can consider the review closed.

Sincerely,

Peter J. Leege
Financial Specialist
Division of Water, Compliance, and Consumer Affairs

PJL:tlm:w:\compl\Analytical Reviews\1999 analytical review letters\2880.doc

cc: Mr. Henry Grote, President

RESPONSE RECEIVED 9/21/00.

FINANCIAL SECTION FOOTNOTES

#1, see page W-5 footnotes.
#2, info provided, see page W-14.
Review closed.
PJL

WATER OPERATING REVENUES & EXPENSES

Particulars (a)	Amounts (b)	
Operating Revenues		
Sales of Water		
Sales of Water (460-467)	45,075	1
Total Sales of Water	45,075	
Other Operating Revenues		
Forfeited Discounts (470)	369	2
Other Water Revenues (474)	1,431	3
Amortization of Construction Grants (475)	0	4
Total Other Operating Revenues	1,800	
Total Operating Revenues	46,875	
Operation and Maintenance Expenses		
Plant Operation and Maintenance Expenses (600-660)	10,584	5
General Operating Expenses (680-690)	19,033	6
Total Operation and Maintenance Expenses	29,617	
Other Operating Expenses		
Depreciation Expense (403)	8,309	7
Amortization Expense (404)	0	8
Taxes (408)	6,878	9
Total Other Operating Expenses	15,187	
Total Operating Expenses	44,804	
NET OPERATING INCOME	2,071	

WATER OPERATING REVENUES - SALES OF WATER

1. Where customer meters record cubic feet, multiply by 7.48 to obtain number of gallons.
2. Report estimated gallons for unmetered sales.
3. Sales to multiple dwelling buildings through a single meter serving 3 or more family units should be classified commercial.
4. Bulk sales should be account 460.

Particulars (a)	Average No. Customers (b)	Thousands of Gallons of Water Sold (c)	Amounts (d)	
Operating Revenues				
Sales of Water				
Unmetered Sales to General Customers (460)				
Residential				1
Commercial				2
Industrial				3
Total Unmetered Sales to General Customers (460)	0	0	0	
Metered Sales to General Customers (461)				
Residential	177	7,105	24,249	4
Commercial	15	682	2,498	5
Industrial	2	715	1,055	6
Total Metered Sales to General Customers (461)	194	8,502	27,802	
Private Fire Protection Service (462)				7
Public Fire Protection Service (463)	1		16,457	8
Other Sales to Public Authorities (464)	4	319	816	9
Sales to Irrigation Customers (465)				10
Sales for Resale (466)		0	0	11
Interdepartmental Sales (467)				12
Total Sales of Water	199	8,821	45,075	

SALES FOR RESALE (ACCT. 466)

Use a separate line for each delivery point.

Customer Name (a)	Point of Delivery (b)	Thousands of Gallons Sold (c)	Revenues (d)
------------------------------------	--	--	-------------------------------

NONE

OTHER OPERATING REVENUES (WATER)

1. Report revenues relating to each account and fully describe each item using other than the account title.
2. Report each item (when individually or when like items are combined) greater than \$10,000 (class AB), \$5,000 (class C) and \$2,000 (class D and privates) and all other lesser amounts grouped as Miscellaneous.
3. For a combined utility which also provides sewer service that is based upon water readings, report the return on net investment in meters charged to sewer department in Other Water Revenues (474).

Particulars (a)	Amount (b)	
Public Fire Protection Service (463):		
Amount billed (usually per rate schedule F-1)	16,457	1
Wholesale fire protection billed		2
Amount billed for fighting fires outside utility's service areas (usually per rate schedule F-2 or BW-1)		3
Other (specify):		
NONE		4
Total Public Fire Protection Service (463)	16,457	
Forfeited Discounts (470):		
Customer late payment charges	369	5
Other (specify):		
NONE		6
Total Forfeited Discounts (470)	369	
Other Water Revenues (474):		
Return on net investment in meters charged to sewer department	571	7
Other (specify):		
HOOKUP	860	8
Total Other Water Revenues (474)	1,431	
Amortization of Construction Grants (475):		
NONE		9
Total Amortization of Construction Grants (475)	0	

WATER OPERATION & MAINTENANCE EXPENSES

Each expense account that has an increase or a decrease when compared to the previous year of greater than 30 percent, but not less than \$2,000, shall be fully explained in the schedule footnotes.

Particulars (a)	Amount (b)	
PLANT OPERATION AND MAINTENANCE EXPENSES		
Salaries and Wages (600)	5,576	1
Purchased Water (610)		2
Fuel or Power Purchased for Pumping (620)	1,233	3
Chemicals (630)	1,075	4
Supplies and Expenses (640)	2,200	5
Repairs of Water Plant (650)	500	6
Transportation Expenses (660)		7
Total Plant Operation and Maintenance Expenses	10,584	
GENERAL OPERATING EXPENSES		
Administrative and General Salaries (680)	0	8
Office Supplies and Expenses (681)	0	9
Outside Services Employed (682)	18,273	10
Insurance Expense (684)	760	11
Employees Pensions and Benefits (686)		12
Regulatory Commission Expenses (688)		13
Miscellaneous General Expenses (689)		14
Uncollectible Accounts (690)		15
Total General Operating Expenses	19,033	
Total Operation and Maintenance Expenses	29,617	

TAXES (ACCT. 408 - WATER)

When allocation of taxes is made between departments, explain method used.
--

Description of Tax (a)	Method Used to Allocate Between Departments (b)	Amount (c)	
Property Tax Equivalent		6,436	1
Less: Local and School Tax Equivalent on Meters Charged to Sewer Department		139	2
Net property tax equivalent		6,297	
Social Security		426	3
PSC Remainder Assessment		155	4
Other (specify): NONE			5
Total tax expense		6,878	

PROPERTY TAX EQUIVALENT (WATER)

1. No property tax equivalent shall be determined for sewer utilities or town sanitary district water utilities.
2. Tax rates are those issued in November (usually) of the year being reported and are available from the municipal treasurer. Report the tax rates in mills to six (6) decimal places.
3. The assessment ratio is available from the municipal treasurer. Report the ratio as a decimal to six (6) places.
4. The utility plant balance first of year should include the gross book values of plant in service, property held for future use and construction work in progress.
5. An "other tax rate" is included in the "Net Local and School Tax Rate Calculation" to the extent that it is local. An example is a local library tax. Fully explain the rate in the Property Tax Equivalent schedule footnotes.
6. The Property Tax Equivalent to be reported for the year is determined pursuant to Wis. Stat § 66.069(1)(c). Report the higher of the current year calculation or the tax equivalent reported in the 1994 PSC annual report, unless, the municipality has authorized a lower amount, then that amount is reported as the property tax equivalent.
7. If the municipality has authorized a lower amount, the authorization description and date of the authorization must be reported in the Property Tax Equivalent schedule footnotes.

Particulars (a)	Units (b)	Total (c)	County A (d)	County B (e)	County C (f)	County D (g)	
County name			Dunn				1
SUMMARY OF TAX RATES							2
State tax rate	mills		0.213345				3
County tax rate	mills		8.765688				4
Local tax rate	mills		5.538384				5
School tax rate	mills		11.810769				6
Voc. school tax rate	mills		1.864971				7
Other tax rate - Local	mills		0.000000				8
Other tax rate - Non-Local	mills		0.000000				9
Total tax rate	mills		28.193157				10
Less: state credit	mills		1.666658				11
Net tax rate	mills		26.526499				12
PROPERTY TAX EQUIVALENT CALCULATION							13
Local Tax Rate	mills		5.538384				14
Combined School Tax Rate	mills		13.675740				15
Other Tax Rate - Local	mills		0.000000				16
Total Local & School Tax	mills		19.214124				17
Total Tax Rate	mills		28.193157				18
Ratio of Local and School Tax to Total	dec.		0.681517				19
Total tax net of state credit	mills		26.526499				20
Net Local and School Tax Rate	mills		18.078268				21
Utility Plant, Jan. 1	\$	388,277	388,277				22
Materials & Supplies	\$	5,646	5,646				23
Subtotal	\$	393,923	393,923				24
Less: Plant Outside Limits	\$	0	0				25
Taxable Assets	\$	393,923	393,923				26
Assessment Ratio	dec.		0.903697				27
Assessed Value	\$	355,987	355,987				28
Net Local & School Rate	mills		18.078268				29
Tax Equiv. Computed for Current Year	\$	6,436	6,436				30
Tax Equivalent per 1994 PSC Report	\$						31
Any lower tax equivalent as authorized by municipality (see note 6)	\$						32
Tax equiv. for current year (see note 6)	\$	6,436					34

WATER UTILITY PLANT IN SERVICE

1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$10,000 not supported by statistical schedules.
4. Use only the account titles listed. If the utility has subaccounts other than account 372.1, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
INTANGIBLE PLANT			
Organization (301)	0		1
Franchises and Consents (302)	0		2
Miscellaneous Intangible Plant (303)	0		3
Total Intangible Plant	0	0	
SOURCE OF SUPPLY PLANT			
Land and Land Rights (310)	200		4
Structures and Improvements (311)	0		5
Collecting and Impounding Reservoirs (312)	0		6
Lake, River and Other Intakes (313)	0		7
Wells and Springs (314)	0		8
Infiltration Galleries and Tunnels (315)	51,778		9
Supply Mains (316)	0		10
Other Water Source Plant (317)	0		11
Total Source of Supply Plant	51,978	0	
PUMPING PLANT			
Land and Land Rights (320)	0		12
Structures and Improvements (321)	31,525		13
Boiler Plant Equipment (322)	0		14
Other Power Production Equipment (323)	0		15
Steam Pumping Equipment (324)	0		16
Electric Pumping Equipment (325)	48,799		17
Diesel Pumping Equipment (326)	0		18
Hydraulic Pumping Equipment (327)	1,816		19
Other Pumping Equipment (328)	0		20
Total Pumping Plant	82,140	0	
WATER TREATMENT PLANT			
Land and Land Rights (330)	0		21
Structures and Improvements (331)	0		22
Water Treatment Equipment (332)	1,298		23
Total Water Treatment Plant	1,298	0	
TRANSMISSION AND DISTRIBUTION PLANT			
Land and Land Rights (340)	6,842		24
Structures and Improvements (341)	0		25

WATER UTILITY PLANT IN SERVICE (cont.)

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)	
INTANGIBLE PLANT				
Organization (301)			0	1
Franchises and Consents (302)			0	2
Miscellaneous Intangible Plant (303)			0	3
Total Intangible Plant	0	0	0	
SOURCE OF SUPPLY PLANT				
Land and Land Rights (310)			200	4
Structures and Improvements (311)			0	5
Collecting and Impounding Reservoirs (312)			0	6
Lake, River and Other Intakes (313)			0	7
Wells and Springs (314)			0	8
Infiltration Galleries and Tunnels (315)			51,778	9
Supply Mains (316)			0	10
Other Water Source Plant (317)			0	11
Total Source of Supply Plant	0	0	51,978	
PUMPING PLANT				
Land and Land Rights (320)			0	12
Structures and Improvements (321)			31,525	13
Boiler Plant Equipment (322)			0	14
Other Power Production Equipment (323)			0	15
Steam Pumping Equipment (324)			0	16
Electric Pumping Equipment (325)			48,799	17
Diesel Pumping Equipment (326)			0	18
Hydraulic Pumping Equipment (327)			1,816	19
Other Pumping Equipment (328)			0	20
Total Pumping Plant	0	0	82,140	
WATER TREATMENT PLANT				
Land and Land Rights (330)			0	21
Structures and Improvements (331)			0	22
Water Treatment Equipment (332)			1,298	23
Total Water Treatment Plant	0	0	1,298	
TRANSMISSION AND DISTRIBUTION PLANT				
Land and Land Rights (340)			6,842	24
Structures and Improvements (341)			0	25

WATER UTILITY PLANT IN SERVICE

1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$10,000 not supported by statistical schedules.
4. Use only the account titles listed. If the utility has subaccounts other than account 372.1, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
TRANSMISSION AND DISTRIBUTION PLANT			
Distribution Reservoirs and Standpipes (342)	25,408		26
Transmission and Distribution Mains (343)	148,630		27
Fire Mains (344)	0		28
Services (345)	24,340		29
Meters (346)	16,643	355	30
Hydrants (348)	29,703		31
Other Transmission and Distribution Plant (349)	0		32
Total Transmission and Distribution Plant	251,566	355	
GENERAL PLANT			
Land and Land Rights (370)	0		33
Structures and Improvements (371)	0		34
Office Furniture and Equipment (372)	0		35
Computer Equipment (372.1)	0		36
Transportation Equipment (373)	0		37
Other General Equipment (379)	940		38
Other Tangible Property (390)	0		39
Total General Plant	940	0	
Total utility plant in service directly assignable	387,922	355	
Common Utility Plant Allocated to Water Department	0		40
Total utility plant in service	387,922	355	

WATER UTILITY PLANT IN SERVICE (cont.)

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)	
TRANSMISSION AND DISTRIBUTION PLANT				
Distribution Reservoirs and Standpipes (342)			25,408	26
Transmission and Distribution Mains (343)			148,630	27
Fire Mains (344)			0	28
Services (345)			24,340	29
Meters (346)			16,998	30
Hydrants (348)			29,703	31
Other Transmission and Distribution Plant (349)			0	32
Total Transmission and Distribution Plant	0	0	251,921	
GENERAL PLANT				
Land and Land Rights (370)			0	33
Structures and Improvements (371)			0	34
Office Furniture and Equipment (372)			0	35
Computer Equipment (372.1)			0	36
Transportation Equipment (373)			0	37
Other General Equipment (379)			940	38
Other Tangible Property (390)			0	39
Total General Plant	0	0	940	
Total utility plant in service directly assignable	0	0	388,277	
Common Utility Plant Allocated to Water Department			0	40
Total utility plant in service	0	0	388,277	

SOURCE OF SUPPLY, PUMPING AND PURCHASED WATER STATISTICS

Month (a)	Sources of Water Supply			Total Gallons All Methods (000's) (e)	
	Purchased Water Gallons (000's) (b)	Surface Water Gallons (000's) (c)	Ground Water Gallons (000's) (d)		
January			812	812	1
February			705	705	2
March			761	761	3
April			713	713	4
May			807	807	5
June			739	739	6
July			856	856	7
August			883	883	8
September			884	884	9
October			1,138	1,138	10
November			774	774	11
December			776	776	12
Total for year	0	0	9,848	9,848	
Less: Measured or estimated water used in main flushing and water treatment during year				442	13
Less: Other utility use					14
Other utility use explanation:					15
Water pumped into distribution system				9,406	16
Less: Water sold				8,821	17
Losses and unaccounted for				585	18
Percent unaccounted for to the nearest whole percent (%)				6%	19
If more than 25%, indicate causes and state what action has been taken to reduce water loss:					20
Maximum gallons pumped by all methods in any one day during reporting year				59	21
Date of maximum: 5/4/1999					22
Cause of maximum:					23
Flushing hydrants					
Minimum gallons pumped by all methods in any one day during reporting year				17	24
Date of minimum: 5/12/1999					25
Total KWH used for pumping for the year				22,886	26
If water is purchased:Vendor Name:					27
Point of Delivery:					28

SOURCES OF WATER SUPPLY - GROUND WATERS

Location (a)	Identification Number (b)	Depth in feet (c)	Well Diameter in inches (d)	Yield Per Day in gallons (e)	Currently In Service? (f)	
DEEP	1	245	8	100,000	Yes	1
DEEP	2	240	10	250,000	Yes	2

SOURCES OF WATER SUPPLY - SURFACE WATERS

Location (a)	Intakes			
	Identification Number (b)	Distance From Shore in feet (c)	Depth Below Surface in feet (d)	Diameter in inches (e)
NONE				

1

PUMPING & POWER EQUIPMENT

1. Use a separate column for each pump.
2. Indicate purpose of pump by: P for primary (from source to reservoir, treatment or distribution system), B for booster (from reservoir or treatment to distribution system, or within distribution system), or S for standby pumping equipment.
3. Indicate destination (of water pumped) by: R for reservoir, T for treatment or D for distribution system.

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)
Identification	1	2	1
Location	BLANK	BLANK 2	2
Purpose	P	P	3
Destination	D	D	4
Pump Manufacturer	PEERLESS 10 STAGE	BYRON-JACKSON	5
Year Installed	1967	1984	6
Type	CENTRIFUGAL	VERTICAL TURBINE	7
Actual Capacity (gpm)	1	1	8
Pump Motor or Standby Engine Mfr	PEERLESS	BYRON-JACKSON	10
Year Installed	1967	1984	11
Type	ELECTRIC	ELECTRIC	12
Horsepower	15	25	13

Particulars (a)	Unit D (b)	Unit E (c)	Unit F (d)
Identification			14
Location			15
Purpose			16
Destination			17
Pump Manufacturer			18
Year Installed			19
Type			20
Actual Capacity (gpm)			21
Pump Motor or Standby Engine Mfr			22
Year Installed			23
Type			24
Horsepower			25
			26

RESERVOIRS, STANDPIPES & WATER TREATMENT

1. Identify as R (reservoir), S (standpipe) & ET (elevated tank).
2. Use a separate column for each using additional copies if necessary.
3. Enter elevation difference between highest water level in S or ET, (or R only on an elevated site) and the water main where the connection to the storage begins branching into the distribution system.

Particulars (a)	Unit A (b)	Unit B (c)	Unit C (d)
Identification number or name	1		1
RESERVOIRS, STANDPIPES OR ELEVATED TANKS			2
			3
Type: R (reservoir), S (standpipe) or ET (elevated tank)	ET		4
			5
Year constructed	1967		6
			7
Primary material (earthen, steel, concrete, other)	CONCRETE		8
			9
Elevation difference in feet (See Headnote 3.)	123		10
			11
Total capacity in gallons	86,600		12
WATER TREATMENT PLANT			13
Disinfection, type of equipment (gas, liquid, powder, other)	LIQUID		14
			15
Points of application (wellhouse, central facilities, booster station, other)	WELLHOUSE		16
			17
Filters, type (gravity, pressure, other, none)	NONE		18
			19
Rated capacity of filter plant (m.g.d.) (note: 1,200,000 gal/day = 1.2 m.g.d.)	0.0000		20
			21
Is a corrosion control chemical used (yes, no)?	Y		22
			23
Is water fluoridated (yes, no)?	N		24
			25

WATER MAINS

1. Report mains separately by pipe material, function, diameter and either within or outside the municipal boundaries.
2. Identify pipe material as: L (Lead), M (Metal for all other metal excluding lead), A (Asbestos-cement), or P (Plastic for plastic and all other non-metal excluding asbestos-cement).
3. Identify function as: T (Transmission), D (Distribution) or S (Supply).
4. Explain all reported adjustments as a schedule footnote.
5. For main additions reported in column (e), as a schedule footnote:
 - a. Explain how the additions were financed.
 - b. If assessed against property owners, explain the basis of the assessments.
 - c. If the assessments are deferred, explain.

Number of Feet							
Pipe Material (a)	Main Function (b)	Diameter in Inches (c)	First of Year (d)	Added During Year (e)	Retired During Year (f)	Adjustments Increase or (Decrease) (g)	End of Year (h)
M	D	4.000	304	0	0	0	304
M	D	6.000	21,771	0	0	0	21,771
M	D	8.000	2,020	0	0	0	2,020
Total Within Municipality			24,095	0	0	0	24,095
Total Utility			24,095	0	0	0	24,095

1
2
3

WATER SERVICES

1. Explain all reported adjustments as a schedule footnote.
2. Report in column (h) the number of utility-owned services included in columns (c) through (g) which are temporarily shut off at the curb box or otherwise not in use at end of year.
3. For services added during the year in column (d), as a schedule footnote:
 - a. Explain how the additions were financed.
 - b. If assessed against property owners, explain the basis of the assessments.
 - c. If installed by a property owner or developer, explain the basis of recording the cost of the additions, the total amount and the number of services recorded under this method.
 - d. If any were financed by application of Cz-1, provide the total amount recorded and the number of services recorded under this method.
4. Report services separately by pipe material and diameter.
5. Identify pipe material as: L (Lead), M (Metal for all other metal excluding lead), A (Asbestos-cement) or P (Plastic for plastic and all other non-metal excluding asbestos-cement).

Pipe Material (a)	Diameter in Inches (b)	First of Year (c)	Added During Year (d)	Removed or Permanently Disconnected During Year (e)	Adjustments Increase or (Decrease) (f)	End of Year (g)	Utility Owned Services Not In Use at End of Year (h)	
M	0.750	185	0	0	0	185		1
M	2.000	3	0	0	0	3		2
Total Utility		188	0	0	0	188	0	

METERS

1. Include in Columns (b), (c), (d), (e) and (f) meters in stock as well as those in service.
2. Report in Column (c) all meters purchased during the year and in Column (d) all meters junked, sold or otherwise permanently retired during the year.
3. Use Column (e) to show correction to previously reported meter count because of inventory or property record corrections.
4. Totals by size in Column (f) should equal same size totals in Column (o).

Number of Utility-Owned Meters

Size of Meter (a)	First of Year (b)	Added During Year (c)	Retired During Year (d)	Adjustments Increase or (Decrease) (e)	End of Year (f)	Tested During Year (g)	
0.625	197	0	0	0	197	12	1
1.500	3	0	0	0	3	0	2
Total:	200	0	0	0	200	12	

Classification of All Meters at End of Year by Customers

Size of Meter (h)	Residential (i)	Commercial (j)	Industrial (k)	Public Authority (l)	Wholesale, Inter-Department or Utility Use (m)	In Stock and Deduct Meters (n)	Total (o)	
0.625	177	14	2	4	0	0	197	1
1.500	0	2	0	1	0	0	3	2
Total:	177	16	2	5	0	0	200	

HYDRANTS AND DISTRIBUTION SYSTEM VALVES

1. Distinguish between fire and flushing hydrants by lead size.
 - a. Fire hydrants normally have a lead size of 6 inches or greater.
 - b. Record as a flushing hydrant where the lead size is less than 6 inches or if pressure is inadequate to provide fire flow.
2. Explain all reported adjustments in the schedule footnotes.
3. Report fire hydrants as within or outside the municipal boundaries.

Hydrant Type (a)	Number In Service First of Year (b)	Added During Year (c)	Removed During Year (d)	Adjustments Increase or (Decrease) (e)	Number In Service End of Year (f)	
Fire Hydrants						
Outside of Municipality	0				0	1
Within Municipality	49				49	2
Total Fire Hydrants	49	0	0	0	49	
Flushing Hydrants						
	0				0	3
Total Flushing Hydrants	0	0	0	0	0	

Wis. Admin. Code § 185.87 requires that a schedule shall be adopted and followed for operating each system valve and hydrant at least once each two years. Report the number operated during the year

Number of hydrants operated during year:	45
Number of distribution system valves end of year:	85
Number of distribution valves operated during year:	43

WATER OPERATING SECTION FOOTNOTES

Water Operation & Maintenance Expenses (Page W-05)

Acct 682 increased by \$7,981 for state testing (5 year).

The balance of the increase over the last year was professional fees to take the contractor who was building the new plant to arbitration.

Water Utility Plant in Service (Page W-08)

Meters put into service in 1998 were included on W-17 in 1998 but not on W-18 until 1999.

SEWER OPERATING REVENUES & EXPENSES

Particulars (a)	Amounts (b)	
Operating Revenues		
Sewage Operating Revenues		
Sewage Operating Revenues (621-626)	75,401	1
Total Sewage Operating Revenues	75,401	
Other Operating Revenues		
Forfeited Discounts (631)	0	2
Servicing of Customers Laterals (632)	0	3
Sale of Fertilizer (633)	0	4
Rent from Sewerage Properties (634)	0	5
Miscellaneous Operating Revenues (635)	0	6
Amortization of Construction Grants (636)	0	7
Total Other Operating Revenues	0	
Total Operating Revenues	75,401	
Operation and Maintenance Expenses		
Operation Expenses (820-829)	9,056	8
Maintenance Expenses (831-834)	0	9
Customer Accounting & Collection Expenses (840-843)	4,770	10
Administrative and General Expenses (850-857)	5,543	11
Total Operation and Maintenance Expenses	19,369	
Other Operating Expenses		
Depreciation Expense (403)	9,388	12
Amortization Expense (404)		13
Taxes (408)	1,003	14
Total Other Operating Expenses	10,391	
Total Operating Expenses	29,760	
NET OPERATING INCOME	45,641	

SEWAGE OPERATING REVENUES

1. Where customer meters record cubic feet, multiply by 7.48 to obtain number of gallons.
2. Report estimated gallons for flat rate service.
3. Sales to multiple dwelling buildings through a single meter serving 3 or more family units should be classified commercial.
4. In the gallons column, report metered water or sewage used as the basis in determining customer bills.

Particulars (a)	Average No. Customers (b)	Thousands of Gallons Billed (c)	Amounts (d)	
Operating Revenues				
Sewage Operating Revenues				
Flat Rate Service to General Customers (621)				
Residential Revenues				1
Commercial Revenues				2
Industrial Revenues				3
Revenues from Public Authorities				4
Total Flat Rate Service to General Customers (621)	0	0	0	
Measured Service to General Customers (622)				
Residential Revenues	177	7,105	62,705	5
Commercial Revenues	15	682	6,635	6
Industrial Revenues	2	715	3,394	7
Revenues from Public Authorities	4	319	2,667	8
Total Measured Service to General Customers (622)	198	8,821	75,401	
Service to Public Authorities (623)				9
Service to Other Systems (624)				10
Other Sewerage Service (625)				11
Interdepartmental Service (626)				12
Total Sewage Operating Revenues	198	8,821	75,401	

HIGH STRENGTH CONTRIBUTORS

1. High strength contributor is one with waste stronger than 250 mg/l for B.O.D. or 250 mg/l for suspended solids or 10 mg/l for phosphorus.
2. If domestic strength limits for BOD, SS and Phos. used for rate purposes are different from the levels indicated, please note the limits used in the spaces available.
3. The units "mg/l" are now used in place of the equivalent "ppm."
4. List type, volume, strength.

Type (a)	Volume Annual Gallons (000's) (b)	BOD (mg/l) (c)	SS (mg/l) (d)	Phos (mg/l) (e)
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NONE

OTHER OPERATING REVENUES (SEWER)

1. Report revenues relating to each account and fully describe each item using other than the account title.
2. Report each item (when individually or when like items are combined) greater than \$2,000 and all other lesser amounts grouped as Miscellaneous.
3. For a combined utility which also provides sewer service that is based upon water readings, report the return on net investment in meters charged to sewer department in Other Water Revenues (474).

Particulars (a)	Amount (b)	
Customers Forfeited Discounts (631):		
Customer late payment charges		1
Other (specify):		2
Total Customers Forfeited Discounts (631)	<u>0</u>	
Servicing of Customers Laterals (632):		3
Total Servicing of Customers Laterals (632)	<u>0</u>	
Sale of Fertilizer (633):		4
Total Sale of Fertilizer (633)	<u>0</u>	
Rent from Sewerage Property (634):		5
Total Rent from Sewerage Property (634)	<u>0</u>	
Miscellaneous Operating Revenues (635):		6
Total Miscellaneous Operating Revenues (635)	<u>0</u>	
Amortization of Construction Grants (636):		7
Total Amortization of Construction Grants (636)	<u>0</u>	

SEWER OPERATION & MAINTENANCE EXPENSES

Each expense account that has an increase or a decrease when compared to the previous year of greater than 30 percent, but not less than \$2,000, shall be fully explained in the schedule footnotes.

Particulars (a)	Amount (b)	
OPERATION EXPENSES		
Supervision and Labor (820)	6,519	1
Power and Fuel for Pumping (821)	2,537	2
Power and Fuel for Aeration Equipment (822)		3
Chlorine (823)		4
Phosphorous Removal Chemicals (824)		5
Sludge Conditioning Chemicals (825)		6
Other Chemicals for Sewage Treatment (826)		7
Other Operating Supplies and Expenses (827)		8
Transportation Expenses (828)		9
Rents (829)		10
Total Operation Expenses	9,056	
MAINTENANCE EXPENSES		
Maintenance of Sewage Collection System (831)		11
Maintenance of Collection System Pumping Equipment (832)		12
Maintenance of Treatment and Disposal Plant Equipment (833)		13
Maintenance of General Plant Structures and Equipment (834)		14
Total Maintenance Expenses	0	
CUSTOMER ACCOUNTING & COLLECTION EXPENSES		
Billing, Collecting and Accounting (840)	4,770	15
Flat Rate Inspections (841)		16
Meter Reading (842)		17
Uncollectible Accounts (843)		18
Total Customer Accounting & Collection Expenses	4,770	
ADMINISTRATIVE AND GENERAL EXPENSES		
Administrative and General Salaries (850)		19
Office Supplies and Expenses (851)	1,291	20
Outside Services Employed (852)	2,767	21
Insurance Expense (853)	760	22
Employees Pensions and Benefits (854)		23

SEWER OPERATION & MAINTENANCE EXPENSES

Each expense account that has an increase or a decrease when compared to the previous year of greater than 30 percent, but not less than \$2,000, shall be fully explained in the schedule footnotes.

Particulars (a)	Amount (b)	
ADMINISTRATIVE AND GENERAL EXPENSES		
Regulatory Commission Expenses (855)		24
Miscellaneous General Expenses (856)	725	25
Rents (857)		26
Total Administrative and General Expenses	5,543	
Total Operation and Maintenance Expenses	19,369	

TAXES (ACCT. 408 - SEWER)

When allocation of taxes is made between departments, explain method used.
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Description of Tax (a)	Method Used to Allocate Between Departments (b)	Amount (c)	
Social Security		864	1
Local and School Tax Equivalent on Meters Charged by Water Department		139	2
PSC Remainder Assessment			3
Other (specify): NONE			4
Total tax expense		1,003	

SEWER UTILITY PLANT IN SERVICE

1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$10,000 not supported by statistical schedules.
4. Use only the account titles listed. If the utility has subaccounts, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
INTANGIBLE PLANT			
Organization (301)	0		1
Franchises and Consents (302)	0		2
Miscellaneous Intangible Plant (303)	0		3
Total Intangible Plant	0	0	
COLLECTION SYSTEM			
Land and Land Rights (310)	1,043		4
Structures and Improvements (311)	0		5
Service Connections, Traps, and Accessories (312)	13,653		6
Collecting Mains and Accessories (313)	164,682		7
Interceptor Mains and Accessories (314)	0		8
Force Mains (315)	32,244		9
Other Collecting System Equipment (316)	0		10
Total Collection System	211,622	0	
COLLECTION SYSTEM PUMPING INSTALLATIONS			
Land and Land Rights (320)	0		11
Structures and Improvements (321)	0		12
Receiving Wells (322)	10,545		13
Electric Pumping Equipment (323)	6,642		14
Other Power Pumping Equipment (324)	0		15
Miscellaneous Pumping Equipment (325)	0		16
Total Collection System Pumping Installations	17,187	0	
TREATMENT AND DISPOSAL PLANT			
Land and Land Rights (330)	6,128		17
Structures and Improvements (331)	1,460	857,660	18
Preliminary Treatment Equipment (332)	0		19
Primary Treatment Equipment (333)	0		20
Secondary Treatment Equipment (334)	8,827	133,034	21
Advanced Treatment Equipment (335)	0		22
Chlorination Equipment (336)	0		23
Sludge Treatment and Disposal Equipment (337)	0		24
Plant Site Piping (338)	0		25
Flow Metering and Monitoring Equipment (339)	2,748	24,944	26
Outfall Sewer Pipes (340)	1,623	29,933	27

SEWER UTILITY PLANT IN SERVICE (cont.)

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)	
INTANGIBLE PLANT				
Organization (301)			0	1
Franchises and Consents (302)			0	2
Miscellaneous Intangible Plant (303)			0	3
Total Intangible Plant	0	0	0	
COLLECTION SYSTEM				
Land and Land Rights (310)			1,043	4
Structures and Improvements (311)			0	5
Service Connections, Traps, and Accessories (312)			13,653	6
Collecting Mains and Accessories (313)			164,682	7
Interceptor Mains and Accessories (314)			0	8
Force Mains (315)			32,244	9
Other Collecting System Equipment (316)			0	10
Total Collection System	0	0	211,622	
COLLECTION SYSTEM PUMPING INSTALLATIONS				
Land and Land Rights (320)			0	11
Structures and Improvements (321)			0	12
Receiving Wells (322)			10,545	13
Electric Pumping Equipment (323)			6,642	14
Other Power Pumping Equipment (324)			0	15
Miscellaneous Pumping Equipment (325)			0	16
Total Collection System Pumping Installations	0	0	17,187	
TREATMENT AND DISPOSAL PLANT				
Land and Land Rights (330)			6,128	17
Structures and Improvements (331)			859,120	18
Preliminary Treatment Equipment (332)			0	19
Primary Treatment Equipment (333)			0	20
Secondary Treatment Equipment (334)			141,861	21
Advanced Treatment Equipment (335)			0	22
Chlorination Equipment (336)			0	23
Sludge Treatment and Disposal Equipment (337)			0	24
Plant Site Piping (338)			0	25
Flow Metering and Monitoring Equipment (339)			27,692	26
Outfall Sewer Pipes (340)			31,556	27

SEWER UTILITY PLANT IN SERVICE

1. All adjustments, corrections and reclassifications should be reported in Column (f), Adjustments.
2. Explain fully as a schedule footnote the nature of all entries reported in Column (f), Adjustments.
3. Explain as a schedule footnote the dollar additions and retirements reported in Columns (c) and (e) for each account over \$10,000 not supported by statistical schedules.
4. Use only the account titles listed. If the utility has subaccounts, combine them into one total and detail by subaccount as a schedule footnote.

Accounts (a)	Balance First of Year (b)	Additions During Year (c)	
TREATMENT AND DISPOSAL PLANT			
Other Treatment and Disposal Plant Equipment (341)	746		28
Total Treatment and Disposal Plant	21,532	1,045,571	
GENERAL PLANT			
Land and Land Rights (370)	0		29
Structures and Improvements (371)	0		30
Office Furniture and Equipment (372)	0		31
Computer Equipment (372.1)	0		32
Transportation Equipment (373)	0		33
Other General Equipment (379)	493		34
Other Tangible Property (390)	0		35
Total General Plant	493	0	
Total utility plant in service directly assignable	250,834	1,045,571	
Common Utility Plant Allocated to Sewer Department	0		36
Total utility plant in service	250,834	1,045,571	

SEWER UTILITY PLANT IN SERVICE (cont.)

Accounts (d)	Retirements During Year (e)	Adjustments Increase or (Decrease) (f)	Balance End of Year (g)	
TREATMENT AND DISPOSAL PLANT				
Other Treatment and Disposal Plant Equipment (341)			746	28
Total Treatment and Disposal Plant	0	0	1,067,103	
GENERAL PLANT				
Land and Land Rights (370)			0	29
Structures and Improvements (371)			0	30
Office Furniture and Equipment (372)			0	31
Computer Equipment (372.1)			0	32
Transportation Equipment (373)			0	33
Other General Equipment (379)			493	34
Other Tangible Property (390)			0	35
Total General Plant	0	0	493	
Total utility plant in service directly assignable	0	0	1,296,405	
Common Utility Plant Allocated to Sewer Department			0	36
Total utility plant in service	0	0	1,296,405	

SEWER SERVICES

1. Explain all reported adjustments as a schedule footnote.
2. Report in column (h) the number of utility-owned services included in columns (c) through (g) which are temporarily disconnected or otherwise not in use at end of year.
3. For services added during the year in column (d), as a schedule footnote:
 - a. Explain how the additions were financed.
 - b. If assessed against property owners, explain the basis of the assessments.
 - c. If installed by a property owner or developer, explain the basis of recording the cost of the additions, the total amount and the number of services recorded under this method.
 - d. If any were financed by application of Cz-1, provide the total amount recorded and the number of services recorded under this method.
4. Report services separately by diameter; pipe materials do not need to be specified.

Pipe Material (a)	Diameter in Inches (b)	First of Year (c)	Added During Year (d)	Removed or Permanently Disconnected During Year (e)	Adjustments Increase or (Decrease) (f)	End of Year (g)	Utility Owned Services Not In Use at End of Year (h)	
Sewer	4.000	182	0	0	0	182		1
Sewer	6.000	4	0	0	0	4		2
Total Utility		186	0	0	0	186	0	

SEWER MAINS

1. Report mains separately by diameter. Pipe materials do not need to be specified.
2. Explain all reported adjustments as a schedule footnote.
3. For main additions reported in column (c), as a schedule footnote:
 - a. Explain how the additions were financed.
 - b. If assessed against property owners, explain the basis of the assessments.
 - c. If the assessments are deferred, explain.

Number of Feet						
Diameter in Inches (a)	First of Year (b)	Added During Year (c)	Retired During Year (d)	Adjustments Increase or (Decrease) (e)	End of Year (f)	
6.000	10,432	0	0	0	10,432	1
8.000	21,533	0	0	0	21,533	2
12.000	110	0	0	0	110	3
Total Utility	32,075	0	0	0	32,075	

SEWER OPERATING SECTION FOOTNOTES

Sewer Utility Plant in Service (Page S-07)

New sewer plant placed in service in 1999.
